

**2016**

**Division of Corrections Training**

**Program Catalog**



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## **Mission Statement**

The mission of the Division of Corrections Training is to design, develop and deliver training programs that meet the needs and mandates of the employees of the Kentucky Department of Corrections.

### ***“Our Mission...Your Future”***

The Staff of the Division of Corrections Training is committed to:

#### **Quality Programs**

*Providing consistent and current information to participants in a safe and effective learning environment.*

#### **Professionalism**

*Setting a positive example, promoting teamwork and sharing information through effective communication.*

#### **Responsiveness**

*Providing diverse programs which meet the needs of participants.*

#### **Respect**

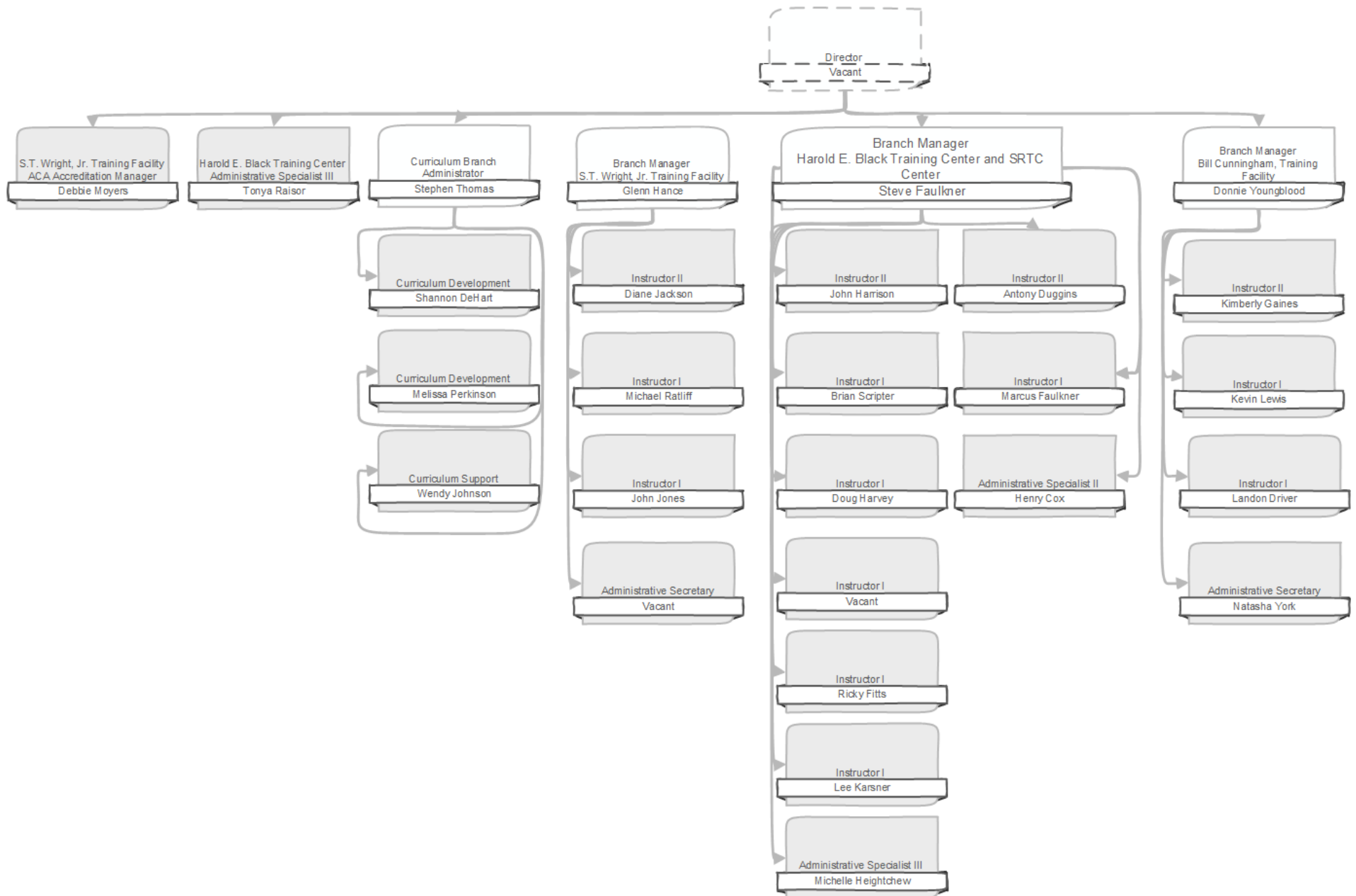
*Treating participants with fairness, equality, integrity and value.*

#### **Standards of Practice**

*Practicing professionally established requirements of excellence.*

# Division of Corrections Training

## Organizational Chart



## General Information

<b>Harold E. Black</b> <b>Training Center</b> <b>(CRTC)</b> <b>502-225-9755</b>	<b>S.T. Wright, Jr.</b> <b>Training Facility</b> <b>(ERTC)</b> <b>606-738-4628</b>	<b>SRTC</b> <b>859-239-7012</b>	<b>Bill Cunningham</b> <b>Training Facility</b> <b>(WRTC)</b> <b>270-388-0241</b>
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### Class Times:

Class times vary by region please contact your Regional Training Center for more information.

### Changes/Additions/Revisions:

The program catalog is updated as necessary on the DCT webpage <http://www.corrections.ky.gov/deptdiv/training>.

### Registration and Cancellations:

Register for classes by contacting your Regional Training Center or through established methods at your work site. If you are registered for a training program, you are expected to attend. The training center should be notified as soon as possible of any cancellations. If a program is cancelled, registered students will be notified. Probation and Parole class registrations are made through Denise Probus 502-797-4534.

### Inclement Weather/Holidays:

Classes will not be cancelled due to inclement weather, unless approved by the Governor's Office. Some classes are scheduled and conducted during state holidays.

## General Information

<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>	<b>S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628</b>	<b>SRTC 859-239-7012</b>	<b>Bill Cunningham Training Facility (WRTC) 270-388-0241</b>
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### Rules and Regulations for Students:

This Division has a written Code of Conduct which defines the accepted standards for all students. Any breach of this code may result in disciplinary action including dismissal from the training program. The Rules and Regulations will be made available to each student at the start of each program.

### Dress Code:

Students are expected to wear their normal work attire in accordance with CPP 3.10 (Non-uniformed staff) and CPP 3.17 (Uniformed staff) when attending training programs, unless advised otherwise by staff.

### Restricted Items:

Loaded weapons, live ammunition, chemical agents or restraint devices of any kind are not permitted at the training centers or designated training site without permission of the Director of Corrections Training.

### Cell Phones and Radios:

Cell phones are not permitted on institutional grounds or inside training centers; they are to be kept inside a vehicle. Radios are to be turned off or set to non-audible signal in class, consistent with departmental policies. The telephone number of the training site will be provided to participants.

### Tobacco Products:

The use of tobacco products is not allowed on institutional grounds.

## General Information

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### Emergency Procedures:

Corrections Training has detailed Emergency Plans that are designed for the safety and protection of everyone. In the event of an emergency, follow the directions of the training instructor who will implement the plan when needed.

### EEO Statement:

The Commonwealth of Kentucky does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation or gender identity, ancestry, age, disability, political affiliation, genetic information or veteran status in accordance with state and federal laws.

### ADA:

Corrections Training complies with the regulations and requirements of the Americans with Disabilities Act and will provide reasonable accommodations to anyone making such needs known to us.



## **The Division of Corrections Training**



# Harold Black Training Center (CRTC)



Steve Faulkner, Branch Manager  
Michelle Heightchew, Administrative Specialist III  
P.O. Box 69 (Mailing)  
4000 Morgan Road (Physical)  
LaGrange, Kentucky 40031  
502-225-9755



# S.T. Wright, Jr. Training Facility (ERTC)



Glenn Hance, Branch Manager

Vacant, Administrative Secretary

P.O. Box 87 (Mailing)

505 Prison Connector Road (Physical)

Sandy Hook, Kentucky 41171

606-738-4628



# Southern Region Training Center



Steve Faulkner, Branch Manager

Antony Duggins, Instructor II

Henry Cox, Administrative Assistant II

710 Walter Reed Road

Danville, Kentucky 40422

859-239-7012

**Staff Photo Unavailable at this time**



# Bill Cunningham Training Facility (WRTC)



Donnie Youngblood, Branch Manager  
Natasha York, Administrative Secretary  
P.O. Box 570 (Mailing)  
374 New Bethel Road (Physical)  
Fredonia, Kentucky 42411  
270-388-0241



## Program Reviews

The Program Review is designed to review program materials with all Institutional Training Coordinators, Deputy Jailer Trainers, and Firearms Instructors. All trainers responsible for teaching the programs listed below will need to be present at the training center in order to receive program training materials. This practice is in accordance with ACA Standard 1-CTA-1A-14.

<b>Institutional Pre-Service Academy</b>	<b>Institutional In-Service Training</b>	<b>Deputy Jailer In-Service Training</b>
<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>	<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>	<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>
To Be Announced	To Be Announced	January 13 (2016)

## Institutional Pre-Service Academy (Phase II)

This is a **three week (120 Hour)** program for newly hired staff: **Week 1 – Introduction to Corrections (40 Hours), Week 2 – Managing Problems in a Correctional Setting; Intro to Security (40 Hours), and Week 3 – Firearms Qualifications (40 Hours)** . Training will be conducted regionally following the completion of Phase I (Computer Based Training [CBT] and New Employee Orientation). Employees must successfully complete Phase I at the hiring facility prior to enrollment. Start times vary; contact your Regional Training Center for details.

	<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>		<b>S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628</b>		<b>SRTC 859-239-7012</b>		<b>Bill Cunningham Training Facility (WRTC) 270-388-0241</b>
1	January 11-15 January 18 - 22 January 25 - 29	1	January 11-15 January 18 - 22 January 25 - 29	1	January 11-15 January 18 - 22 January 25 - 29	1	January 11-15 January 18-22 January 25-29
2	February 8-12 February 15-19 February 22-26	2	February 8-12 February 15-19 February 22-26	2	February 8-12 February -19 February 22-26	2	February 8-12 February 15-19 February 22-26
3	February 29 - March 4 March 7-11 March 14-18	3	March 14-18 March 21-25 March 28-April 1	3	March 21-25 March 28-April 1 April 4-8	3	March 14-18 March 21-25 March 28-April 1
4	April 4-8 April 11-15 April 18-22	4	April 25-29 May 2-6 May 9-13	4	May 2-6 May 9-13 May 16-20	4	April 18-22 April 25-29 May 2-6
5	May 2-6 May 9-13 May 16-20	5	June 6-10 June 13-17 June 20-24	5	June 13-17 June 20-24 June 27-July 1	5	May 30-June 3 June 6-10 June 13-17

## Institutional Pre-Service Academy (Phase II)

	<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>		<b>S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628</b>		<b>SRTC 859-329-7012</b>		<b>Bill Cunningham Training Facility (WRTC) 270-388-0241</b>
6	June 6-10 June 13-17 June 20-24	6	July 11-15 July 18-22 July 25-29	6	August 1 - 5 August 8 - 12 August 15 - 19	6	<b>July 4-8</b> July 11-15 July 18-22
7	July 11 - 15 July 18 - 22 July 25-29	7	August 8-12 August 15-19 August 22-26	7	September 12 - 16 September 19 - 23 September 26 - 30	7	August 8-12 August 15-19 August 22-26
8	August 1-5 August 8-12 August 15-19	8	September 19-23 September 26-30 October 3-7	8	October 10 - 14 October 17 - 21 October 24 - 28	8	September 12-16 September 19-23 September 26-30
9	September 5 - 9 September 12-16 September 19- 23	9	October 24-28 October 31 - November 4 November 7-11	9	November 28 - December 2 December 5 - 9 December 12 - 16	9	October 24-28 October 31 - November 4 November 7-11
10	October 10-14 October 17-24 October 24-28	10	November 28-December 2 December 5-9 December 12-16			10	November 28-December 2 December 5-9 December 12-16
11	October 31 - November 4 November 7-11 November 14-18						
12	November 28 - December 2 December 5-9 December 12-16		<b>(41) Adult Institution Pre-Service Classes are scheduled in 2016</b>				<b>Classes are Conducted on Holidays</b>



## Probation and Parole Pre-Service Academy (Phase II)

This is a four week course (160) for newly hired probation and parole staff. Training is conducted at Central Region Training Center (CRTC) following the completion of Phase I (Computer Based Training [CBT] and New Employee Orientation). The employee must successfully complete Phase I at the hiring facility/district prior to enrolling in Phase II. The LS/CMI (Level of Service/Case Management Inventory) is a program related to the implementation of a validated risk/needs assessment tool. The program targets the Correctional Program Staff, Case Workers, Unit Directors and Probation and Parole Officers.

- ♦ Week 1 Skill Development (40 Hour)
- ♦ Week 2 LS/CMI (40 Hour)
- ♦ Week 3 Firearms Qualification (40 Hour)
- ♦ Week 4 Skill Enhancement (40 Hour)

<b>Harold E. Black</b> <b>Training Center</b> <b>(CRTC)</b> <b>502-225-9755</b>					
<b>1</b>	Week 1	January 25-29	<b>3</b>	Week 1	July 18-22
	Week 2	February 1-5		Week 2	July 25-29
	Week 3	February 8-12		Week 3	August 1-5
	Week 4	February 15-19		Week 4	August 8-12
<b>2</b>	Week 1	April 11-15	<b>4</b>	Week 1	September 26-30
	Week 2	April 18-22		Week 2	October 3-7
	Week 3	April 25-29		Week 3	October 10-14
	Week 4	May 2-6		Week 4	October 17-21

## Probation and Parole Officer In-Service

These are (16) hour courses for Probation and Parole Supervisor's, Assistant Supervisors, Investigators, Officers and an (8) hour courses for Office Support Assistants and Administrative Specialists. These courses focus on professional development and meet the ACA Standards for required topics. Starting times vary; contact Denise Probus 502-797-4534 or your Regional Training Center for class details.

	<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>		<b>S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628</b>		<b>SRTC 270-239-7012</b>		<b>Bill Cunningham Training Facility (WRTC) 270-388-0241</b>
1	February 23-24 (Supervisors)	1	March 28 (OSA)	1	July 19-20 July 21-22 (PP-OI)	1	March 28-29 (Investigator Trng)
2	March 1-2 (Assistant Supervisors)	2	April 5-6 (PP-OI)			2	April 8 (OSA)
3	March 3-4 (Investigator Trng)	3	April 7-8 (PP-OI-Hazard) <b>LKLP CAC, Inc. 398 Roy Campbell Dr. Hazard, Ky 41701</b>			3	June 14-15 June 16-17 (PP-OI-Bowling Green) <b>150 Corvette Drive Bowling Green, Ky 42101</b>

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4	March 22-23 March 24-25 (PP-OI- D-17) <b>1407 West Jefferson St Suite 1000 Louisville, Ky 40203</b>	4	April 18-19 (PP-Investigators Trng)			4	June 23-24 (PP-OI)
5	May 11 (OSA)		August 2-3 August 4-5 (PP-OI)			5	June 27-28 (PP-OI-Owensboro) <b>3337 Hwy 144 Owensboro, Ky 42303</b>
6	May 24-25 May 26-27 (PP-OI-Northern Ky) <b>1473 Youell Road Hebron, Ky 41048</b>						

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7	June 7-8 June 9-10 (PP-OI-Lexington) <b>600 Old Frankfort Circle Lexington, Ky 40510</b>						
8	July 6 (PP Admin. Spec. Trng)						
9	July 12-13 July 14-15 (PP-OI-Somerset) <b>Hal Rogers Fire Trng Center 180 Oak Leaf Lane Somerset, Ky</b>						
10	August 16-17 August 18-19 (PP-OI-Louisville) <b>Okolona Fire Department 1714 Rangeland Rd. Louisville, Ky</b>						
11	October 25-26 October 27-28						

# Deputy Jailer/Jail Staff Annual In-Service Training

The 2016 Deputy Jailer In-Service Training program provides the trainee with (16) hours of face to face classroom materials covering areas of instruction pertinent to their job duties. There will also be an additional (8) hours of classroom material that can be requested. The (24) hour in-service program will also be available via computer based training (CBT). We are also offering additional electives on the Crimcast Website for your staff to utilize.

In accordance with Kentucky Jail Standards, a newly hired employee is required to receive (4) hours of mental health training during their initial year of employment, with (1) hour of mental health training every year thereafter. These two mental health programs of instruction are available by CBT. Both the classroom instruction and the CBT modules include material approved by the Cabinet for Health and Family Services as set forth in 501 KAR 3:160, Sec. 4 (b).

<b>Harold E. Black</b> <b>Training Center</b> <b>(CRTC)</b> <b>502-225-9755</b>	<b>S.T. Wright, Jr.</b> <b>Training Facility</b> <b>(ERTC)</b> <b>606-738-4628</b>	<b>SRTC</b> <b>859-329-7012</b>	<b>Bill Cunningham</b> <b>Training Facility</b> <b>(WRTC)</b> <b>270-388-0241</b>
<b>Harold E. Black</b> <b>Training Center</b> <b>(CRTC)</b> January 19-20 January 21-22	<b>S.T. Wright, Jr.</b> <b>Training Facility</b> <b>(ERTC)</b> February 2-3 February 4-5	<b>Laurel County</b> <b>Optimists Club Sports Center</b> <b>383 Sinking Creek Road</b> <b>London, Kentucky 40741</b> February 29-March 1 March 2-3	<b>Warren County</b> <b>Warren County Jail</b> <b>920 Kentucky Street</b> <b>Bowling Green, Kentucky 42101</b> February 1-2
<b>Campbell County</b> <b>Campbell Co. Fire Training Center</b> <b>199 Martha Layne Collins Blvd.</b> <b>Cold Springs, Kentucky 41076</b> March 22-23 March 24-25	<b>S.T. Wright, Jr.</b> <b>Training Facility</b> <b>(ERTC)</b> February 16-17 February 18-19	<b>Adair County</b> <b>Adair County Courthouse</b> <b>424 Public Square</b> <b>Columbia, Kentucky 42728</b> March 15-16 March 17-18	<b>Allen County</b> <b>Contact WRTC Staff for Location</b> February 3-4
<b>Campbell County</b> <b>Campbell Co. Fire Training Center</b> <b>199 Martha Layne Collins Blvd.</b> <b>Cold Springs, Kentucky 41076</b> May 24-25 May 26-27	<b>S.T. Wright, Jr.</b> <b>Training Facility</b> <b>(ERTC)</b> April 12-13 April 14-15	<b>Laurel County</b> <b>Optimists Club Sports Center</b> <b>383 Sinking Creek Road</b> <b>London, Kentucky 40741</b> April 12-13 April 14-15	<b>Logan County</b> <b>Logan County Jail</b> <b>304 West 3rd Street</b> <b>Russellville, Kentucky 42276</b> April 4-5

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<b>Harold E. Black</b> <b>Training Center</b> <b>(CRTC)</b> <b>502-225-9755</b>	<b>S.T. Wright, Jr.</b> <b>Training Facility</b> <b>(ERTC)</b> <b>606-738-4628</b>	<b>SRTC</b> <b>859-329-7012</b>	<b>Bill Cunningham</b> <b>Training Facility</b> <b>(WRTC)</b> <b>270-388-0241</b>
<b>Harold E. Black</b> <b>Training Center</b> <b>(CRTC)</b> October 25-26 October 27-28	<b>Perry County</b> Area 12 State Fire Rescue Training Center 45 Gorman Hollow Road Hazard, Kentucky 41701 April 19-20 April 21-22	<b>SRTC</b> May 24-25 May 26-27	<b>Marshall County</b> National Guard Armory 453 Old Symsonia Road Benton, Kentucky 42025 April 11-12 April 13-14
<b>Campbell County</b> Campbell Co. Fire Training Center 199 Martha Layne Collins Blvd. Cold Springs, Kentucky 41076 November 8-9 November 10-11	<b>S.T. Wright, Jr.</b> <b>Training Facility</b> <b>(ERTC)</b> May 24-25 May 26-27	<b>Bell County</b> Bell-Whitley Community Action Agency 129 North Pine Street Pineville, KY 40977 July 26-27 July 28-29	<b>Logan County</b> Logan County Jail 304 West 3rd Street Russellville, Kentucky 42276 May 16-17

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	<b>S.T. Wright, Jr. Training Facility (ERTC) June 28-29 June 30-July 1</b>	<b>Adair County Adair County Courthouse 424 Public Square Columbia, Kentucky 42728 August 23-24 August 25-26</b>	<b>Fulton County Fulton County Detention Center 2010 South Seventh Street Hickman, Kentucky 42050 July 25-26 July 27-28</b>
	<b>S.T. Wright, Jr. Training Facility (ERTC) September 6-7 September 8-9</b>		<b>Warren County Warren County Jail 920 Kentucky Street Bowling Green, Kentucky 42101 September 1-2</b>
	<b>S.T. Wright, Jr. Training Facility (ERTC) October 11-12 October 13-14</b>		<b>WRTC October 10-11 October 12-13</b>
<b>10 Opportunities for Training</b>	<b>16 Opportunities for Training</b>	<b>12 Opportunities for Training</b>	<b>11 Opportunities for Training</b>
<b>49 Training Opportunities during 2016</b>			

## Departmental Instructor Programs

### Train the Trainer

This program is designed for staff in a position to provide training to other staff. You must have Supervisory approval before registering for this course, preregistration is mandatory for this course. Contact the Regional Training Center to preregister. Class times may vary for each region. This is a (40) hour course and includes some of the following topics:

Role of the On-Site Trainer

Working With Lesson Plans

How Adults Learn

Using A/V Equipment

Needs Assessments and Learning Objectives

Basic PowerPoint

Learning Strategies

Presentation and Classroom Management

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February 8-12 June 27-July 1	March 7-11 October 17-21	March 7-11 November 14-18	January 4-8 June 20-24



## Departmental Instructor Programs

### Corrections Defensive Tactics—Instructor

Corrections Defensive Tactics (CDT) is a (16) hour certification course. Instructor certification training is designed to deliver instruction in controlling non-compliant subjects by utilizing body positioning, movement, momentum and joint manipulation. **Instructors *must* re-certify every two years by completing the full (16) hour course.**

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June 28-29 November 29-30	January 7-8 July 6-7	February 4-5	February 16-17

# **Departmental Instructor Programs**

## **Less Lethal Instructor Course**

Less-Lethal Instructor course is a 32 hour course comprised of four (8) hour instructor level courses covering OC Aerosols, Speciality Impact, Chemical Munitions and Distraction Devices. The student will acquire a general working knowledge of Defense Technology products, both technically and tactically, along with the skills necessary to conduct in-service training. The Less-Lethal Instructor Certification Course is valid for three years from the testing date which allows the student to provide in-service user training within their department upon certification.

**Harold E. Black**

**Training Center**

**(CRTC)**

**502-225-9755**

July 11-15

## Departmental Instructor Programs

### Departmental Taser Conducted Electrical Weapon (CEW) Instructor Course

This course provides the basic operational theory and practical training to instruct users to reasonably safely and effectively operate TASER CEW's. This course covers the TASER X26, X26P and X2 CEW's and will certify those who successfully complete the course as TASER Instructors for (2) years. This is a (20) hour course which will allow students to become departmental TASER Instructors. Once certified, they will be allowed to train departmental staff as end-users. Topics covered include:

TASER Technology	TASER Cam and TASER CAM HD
Neuro-Muscular Incapacitation	Tactical Considerations
Medical and Safety Information	Targeting
Voluntary Exposures	Risks Associated with CEW Use
Legal Issues	Probe Deployment and Drive Stun
TASER CEW's	Probe Removal
Power Sources	Policy Considerations
Cartridges	Post Incident Considerations

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March 15-17	June 8-10	September 7-9 November 9-11	February 1-3

## Departmental Instructor Programs

### PepperBall Instructor/Armorer Course

The PepperBall Instructor and Armorer Course will provide (16) hours of training. The PepperBall Instructor Certification Course involves intensive training in the use of the non-lethal PepperBall Systems, including operation, safety, maintenance, and deployment. This course certifies attendees as PepperBall Instructors for their individual institution, allowing the attendee to conduct a course in the safe and effective use of the PepperBall System. The PepperBall Armorer Certification Course will also develop the student's skills in the maintenance and repair of PepperBall launchers, allowing the student to safely and effectively keep the launching systems operational in the field. This course is **only** open to the Department of Corrections employees. The certification is good for two years.

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January 14-15	January 5-6 March 3-4	June 1-2	April 4-5

## Departmental Instructor Programs

### Firearms Instructor Course

This course was updated in 2014, it is at a minimum a (16) hour or up to a maximum of (40) hour course that is designed to develop the already established shooter into a firearms instructor for your Institution, District, Corrections Center, Detention Center or Jail. ***This course is not for the new or novice shooter who may lack the skill or ability to convey firearms instruction in a proficient manner.*** All students must attend the first day of instruction. Day 2—Revolver/Semi-Auto Certification, Day 3— Shotgun Certification, Day 4—40 MM Certification and Day 5—Rifle Certification.

<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>	<b>S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628</b>	<b>SRTC 859-239-7012</b>	<b>Bill Cunningham Training Facility (WRTC) 270-388-0241</b>
March 28-April 1	May 16-20	April 25-29	May 9-13
September 26-30	September 12-16		October 3-7

## Departmental Certification and Recertification Courses

### Firearms Instructor Annual Re-Qualification

This is an 8-hour course and must be completed annually by all Department of Corrections Firearms Instructors.

<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>	<b>S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628</b>	<b>SRTC 859-239-7012</b>	<b>Bill Cunningham Training Facility (WRTC) 270-388-0241</b>
May 10-13 June 14-17	July 11-15	June 6-10 July 25 (Bell Co)	March 7-11 June 29-30

## Departmental Certification and Recertification Courses

### PepperBall End User Course

The PepperBall User Certification Course involves intensive training in the use of the non-lethal PepperBall Systems, including operation, safety, maintenance, and deployment. This course certifies the attendee as a PepperBall User for the KY DOC for a period of one year. This is a (6) hour course, offered on each of the dates below:

<b>Harold E. Black</b> <b>Training Center</b> <b>(CRTC)</b> <b>502-225-9755</b>	<b>S.T. Wright, Jr.</b> <b>Training Facility</b> <b>(ERTC)</b> <b>606-738-4628</b>	<b>SRTC</b> <b>859-239-7012</b>	<b>Bill Cunningham</b> <b>Training Facility</b> <b>(WRTC)</b> <b>270-388-0241</b>
By Request-Contact Training Center	By Request– Contact Training Center	By Request– Contact Training Center	April 6-7

## Departmental Certification and Recertification Courses

### Taser End User Certification

This course is a one day, (8) hour, Basic End-User Course which will allow an individual to be certified as a TASER user for a period of one year. Annual recertification is required.

<b>Harold E. Black</b> <b>Training Center</b> <b>(CRTC)</b> <b>502-225-9755</b>	<b>S.T. Wright, Jr.</b> <b>Training Facility</b> <b>(ERTC)</b> <b>606-738-4628</b>	<b>SRTC</b> <b>859-239-7012</b>	<b>Bill Cunningham</b> <b>Training Facility</b> <b>(WRTC)</b> <b>270-388-0241</b>
By Request-Contact Training Center	By Request-Contact Training Center	By Request-Contact Training Center	October 17-18



## Departmental Certification and Recertification Courses

### Taser End User – Recertification

This is a (4) hour TASER user recertification course. This course will allow those previously certified to maintain their TASER End User Certification for an additional year.

<b>Harold E. Black</b> <b>Training Center</b> <b>(CRTC)</b> <b>502-225-9755</b>	<b>S.T. Wright, Jr.</b> <b>Training Facility</b> <b>(ERTC)</b> <b>606-738-4628</b>	<b>SRTC</b> <b>859-239-7012</b>	<b>Bill Cunningham</b> <b>Training Facility</b> <b>(WRTC)</b> <b>270-388-0241</b>
By Request-Contact Training Center	By Request-Contact Training Center	By Request-Contact Training Center	November 14-15

## Departmental Certification and Recertification Courses

### **Nova Electronic Riot and Capture Shields/ Remotely Activated Custody Control Belt (RACC)**

This course will provide the student with training and certification in the use of NOVA Riot and Capture Shields, and the NOVA Remotely Activated Custody Control (RACC) Belt. This is an (8) hour course; (4) hour block of instruction on NOVA Stun Shield and (4) hour block of instruction on NOVA RACC Belt. You have the option of attending one or both blocks of instruction. Upon completion of the course you will receive a Life-Time Departmental Certification.

<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>	<b>S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628</b>	<b>SRTC 859-239-7012</b>	<b>Bill Cunningham Training Facility (WRTC) 270-388-0241</b>
March 10-11 September 8-9	August 16-17	February 2-3	August 3-4

# Emergency Response Training

## Basic C.E.R.T.

The Institutional CERT Basic Training schedule was expanded in 2014. The training will continue to include hands-on instruction in team tactics such as riot control formations, use of baton, use of shotgun, escape response, and simulated emergency situations. The expanded schedule will also include basic user certification with numerous less lethal weapons systems to include Oleoresin Capsicum, Pepperball, TASER X26, Distraction Devices, Chemical Munitions, Specialty Impact Munitions and the 40mm Launcher. This is a five-day, (40) hour course.

<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>	<b>SRTC 859-239-7012</b>
October 3-7	April 18-22
	October 3-7

# Emergency Response Training

## Jail C.E.R.T.

The Jail CERT Basic Training schedule was expanded in 2014. Training will continue to include instruction of hands-on team tactics specific to jail needs. The expanded schedule will also include basic user certification with numerous less lethal weapons systems to include Oleoresin Capsicum, PepperBall, TASER X26, Distraction Devices, Chemical Munitions, Specialty Impact Munitions and the 40mm Launcher. This is a five-day, (40) hour course. This training will be conducted at the Grayson County Detention Center. Please see the additional information sheet on the Corrections Training Webpage located at <http://corrections.ky.gov/depts/Training/Pages/default.aspx> under Deputy Jailer Information.

<b>SRTC</b>
<b>859-239-7012</b>
August 29-September 2

# Emergency Response Training

## Annual C.E.R.T

The Annual C.E.R.T. exercise is an opportunity for C.E.R.T. Teams from across the Commonwealth to train together in one location.

<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>
June 1-2
August 24-25

# Supervisory and Management Training Opportunities

## Basic Supervisors Workshop

The Basic Supervisors Workshop has been updated this year with new course topics. This is a (24) hour course that focuses on skill development and management enhancement for the first time supervisor. Some of the topics covered are:

The Role of the Supervisor	K.E.A.P.
Personal Accountability	Investigative Interviewing
Managing Work Relationships	Investigation Documentation
Generations at Work	Evidence Preservation
Building a Team	Employee Performance Evaluation
Diversity	Counseling and Discipline
Anti-Harassment	Supervising Cell Entries
Stress Management	

<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>	<b>S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628</b>	<b>SRTC 859-239-7012</b>	<b>Bill Cunningham Training Facility (WRTC) 270-388-0241</b>
January 6-8 April 5-7 August 16-18 August 30-September 1 November 2-4	May 31-June 2 November 15-17	January 6-8 November 2-4	March 1-3 September 6-8

# Supervisory and Management Training Opportunities

## Evaluation Training

All evaluators must complete training on the employee performance evaluation system prior to completing performance planning, interim meetings and annual evaluations on eligible employees. The training is designed to ensure that evaluations are completed consistently. Participants must have Supervisory approval before registering.

<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>	<b>S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628</b>	<b>SRTC 859-239-7012</b>	<b>Bill Cunningham Training Facility (WRTC) 270-388-0241</b>
January 8 April 7 August 18 September 1 November 4	January 4 June 1 November 17 December 14	January 8 November 4	March 3 May 20 September 8 October 19

See GSC and NIC Information for additional Supervisory/Management Training Opportunities on pages 25-26.

# Additional Training Opportunities

## Crimcast

We will work with your designated Administrator to ensure your Crimcast needs are addressed. Please contact one of our Crimcast Team members listed below to discuss your Crimcast Administrator's specific training needs.

<b>Program Administrator</b> <b>Harold E. Black Training Center (CRTC)</b>	<b>Director's Office</b> <b>Harold E. Black Training Center (CRTC)</b>	<b>Harold E. Black Training Center (CRTC)</b>	<b>S.T. Wright, Jr. Training Facility (ERTC)</b>	<b>SRTC</b>	<b>Bill Cunningham Training Facility (WRTC)</b>
Steve Thomas <b>502-225-9755</b> <b>Ext. 250</b> <a href="mailto:StephenW.Thomas@ky.gov">StephenW.Thomas@ky.gov</a>	Tonya Raisor <b>502-225-9755</b> <b>Ext. 230</b> <a href="mailto:Tonya.Raisor@ky.gov">Tonya.Raisor@ky.gov</a>	Shannon DeHart <b>502-225-9755</b> <b>Ext. 242</b> <a href="mailto:shannonc.dehart@ky.gov">shannonc.dehart@ky.gov</a> Melissa Perkinson <b>502-225-9755</b> <b>Ext. 232</b> <a href="mailto:melissa.perkinson@ky.gov">melissa.perkinson@ky.gov</a>	Debbie Moyers <b>606-738-4628</b> <b>Ext. 1783</b> <a href="mailto:Debbie.Moyers@ky.gov">Debbie.Moyers@ky.gov</a>	Henry Cox <b>859-239-7012</b> <b>Ext. 3305</b> <a href="mailto:henry.cox@ky.gov">henry.cox@ky.gov</a>	Wendy Johnson <b>270-388-0241</b> <b>Ext. 2806</b> <a href="mailto:wendy.johnson@ky.gov">wendy.johnson@ky.gov</a>

You may also email the Crimcast Team at [CrimcastTeam@ky.gov](mailto:CrimcastTeam@ky.gov)



## Additional Training Opportunities

### FATS Milo Simulator

The MILO Simulator is a training system that offers advanced interactive use of force scenarios for adult institutions, city and state police officers, jailers and probation and parole officers. There are also many user defined courses of fire, marksmanship drills and exercises to increase response time and accuracy.

<b>Harold E. Black Training Center (CRTC) 502-225-9755</b>	<b>S.T. Wright, Jr. Training Facility (ERTC) 606-738-4628</b>	<b>SRTC 859-239-7012</b>	<b>Bill Cunningham Training Facility (WRTC) 270-388-0241</b>
To Be Determined	May 2-6 November 28-December 2	To Be Determined	May 24-27

# Additional Training Opportunities

## Governmental Services Center (GSC)

The Governmental Services Center (GSC) provides quality online and classroom training for all Kentucky state government employees. GSC also provides services in consultation, performance management and organizational development.

To register for a GSC class, you must obtain your supervisor's approval prior to contacting your liaison. Once you have received approval, you may contact the below listed staff at the [JusticeGSC.training@ky.gov](mailto:JusticeGSC.training@ky.gov) mailbox with the name of the course and the date you are requesting to attend. Once registered, GSC will notify you by email with additional information you may need.

<b>Primary GSC Training Liaison</b> <b>Harold E. Black</b> <b>Training Center</b>
Tonya Raisor <b>502-225-9755</b> <b>Ext. 230</b> <a href="mailto:Tonya.Raisor@ky.gov">Tonya.Raisor@ky.gov</a> <a href="mailto:JusticeGSC.training@ky.gov">JusticeGSC.training@ky.gov</a>

# **Additional Training Opportunities**

## **Governmental Services Center (GSC)**

The Governmental Services Center Course Catalog, Training Calendar, eLearning course offerings and other GSC information is available on the GSC site:

<https://gsc.personnel.ky.gov/Pages/Training.aspx>

Location:

Governmental Services Center

400 E. Main Street on the Campus of Kentucky State University

Academic Services Building, 4<sup>th</sup> Floor

Frankfort, KY 40601

502-564-8170

# Additional Training Opportunities

## National Institute Of Corrections (NIC)

The National Institute of Corrections is an agency within the U.S. Department of Justice, Federal Bureau of Prisons, and is led by a Director appointed by the U.S. Attorney General. NIC provides training, technical assistance, information services, and policy/program development assistance to federal, state, and local corrections agencies.

The NIC Online Training Learning Center is available **at no cost** and includes more than 250 self-paced e-courses in corrections, communication, leadership, ethics, computer skills, business writing, and team building. Below you will find instructions for accessing the NIC Training Website.

### Steps for Accessing the NIC Training Website

**Step 1:** Always get your supervisor's permission before accessing any state or federal website for training.

**Step 2:** Go to the NIC Website – <http://nic.learn.com>

**Step 3:** Click on the Sign Up button (as shown in the example below)



**Steps Continued on Next Page**

# **Additional Training Opportunities**

## **National Institute Of Corrections (NIC)**

### **Steps for Accessing the NIC Training Website (Continued)**

**Step 4:** Click on the Sign Up button to continue to the registration page.

**Step 5:** Fill in the fields that have the red \* (asterisk), the required fields, and then click >Next Step on the lower right hand of the page

**Step 6:** Select a Password Recovery option and click save.

**Step 7:** Click on Catalog - > E-Courses - > Choose your category

**Step 8:** Start course by selecting “Click Here to Start this Course”

**Step 9:** Click on the “Click Here to Launch the Course”

**Step 10:** Click on the “Play the Standard Version of this Course”

**Step 11:** Choose the Begin Course button in the lower right hand corner of the window

**Step 12:** Read instructions on screen to start the module.